



## DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO  
BUILDING 2102, NAVAL STATION  
EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 11200.1B CH.1  
N42  
29 Oct 98

### NAVRESREDCOM REGION TWENTY-TWO INSTRUCTION 11200.1B CHANGE TRANSMITTAL 1

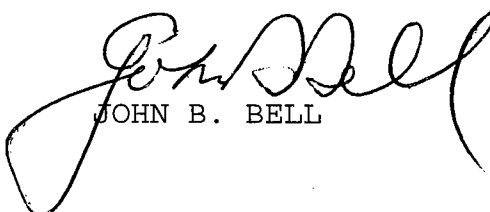
From: Commander, Naval Reserve Readiness Command Region  
Twenty-two

Subj: ADMINISTRATION, MANAGEMENT, OPERATION, AND MAINTENANCE OF  
CIVIL ENGINEERING SUPPORT EQUIPMENT

1. Purpose. To revalidate the reporting requirement and extend the reporting date in the basic instruction.

2. Validation and Approval of Extended Reporting Requirement. We use the information from prescribed reports to extract/obtain management data for the proper administration, operation and management of assigned Civil Engineering Support Equipment assets, and to provide consolidated reports to cognizant authority. We must extend the report control symbol NAVRESREDCOMREG 22 11200-1. We are approving the worksheet and reports contained in the basic instruction for an additional three years.

3. Action. Extend the reporting requirements contained in this directive until January 1999.

  
JOHN B. BELL

Distribution:  
NAVRESREDCOMREG22INST 5216.1J  
LIST B



DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO  
BUILDING 2102, NAVAL STATION  
EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 11200.1B  
Code N4

DEC 12 1997

NAVRESREDCOM REG TWO TWO INSTRUCTION 11200.1B

Subj: ADMINISTRATION, MANAGEMENT, OPERATION AND MAINTENANCE OF  
CIVIL ENGINEERING SUPPORT EQUIPMENT (CESE)

Ref: (a) OPNAVINST 5102.1 (series)  
(b) COMNAVRESFORINST 11200.3 (series)  
(c) DOD 4500.36R  
(d) NAVFAC P-300  
(e) NAVFAC MO-403

Encl: (1) Quarterly DEIS Report Worksheet  
(2) Vehicle Safety Inspection Checklist  
(3) Annual Vehicle Safety Inspection Report,  
NAVRESREDCOMREG22 Form 11200/1  
(4) Copy of Operator's Inspection Guide and Trouble  
Report, NAVFAC form 9-11240/13

1. Purpose. To provide standard instructions and guidelines for the centralized control, operation and maintenance of Civil Engineering Support Equipment (CESE) assigned to Naval Reserve activities under the cognizance of Naval Reserve Readiness Command Region Twenty-two (REDCOM 22). The term "CESE" is a procurement-budget term referring to equipment for which Naval Facilities Engineering Command (NAVFACENGCOM) has the responsibility for determining requirements, procurement, and reassignment. This includes, but is not limited to, passenger vehicles, construction, firefighting, and mobile weight-handling equipment.

2. Cancellation. NAVRESREDCOMREG22INST 11200.1A.

3. Scope. This instruction applies to all personnel, both military and civilian, who manage, operate and/or maintain CESE.

4. Discussion. Reference (a) authorizes control of CESE allowances at the Readiness Command level. References (b) and (c) delineate the responsibilities and management procedures for all Navy transportation equipment. Reference (d) provides guidelines and reporting requirements for accidents involving transportation

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equipment and/or injuries to personnel. Reference (e) provides instructions for the safe and efficient operation of Navy vehicles.

5. Policy and Procedures. Compliance with references (a) through (e), and the provisions of this instruction are required of all REDCOM 22 activities. Each vehicle shall be maintained at a level ensuring safe and economical operation. Further, each vehicle shall present a positive Navy image at all times with regard to good external repair and overall vehicle cleanliness.

6. Action.

a. Readiness Command. The Director of Logistics (N4) is responsible for overall management of CESE, and as such will:

(1) Provide guidelines for administrative management and maintenance of CESE assigned to REDCOM 22 activities.

(2) Provide technical assistance concerning CESE equipment.

(3) Periodically conduct CESE inventory control and review of vehicle assignments. Determine the validity of assignments by type and authorize/direct reassignments as necessary.

(4) Program CESE replacements in accordance with current directives and procurement procedures.

(5) Monitor CESE preventative maintenance schedules and procedures. Maintain individual vehicle history jackets.

(6) Screen excess equipment for possible reassignment, or provide disposition instructions for CESE turn-in to Defense Reutilization and Marketing Office (DRMO).

(7) Prepare and maintain the Transportation Equipment Management Evaluation Summary (TEMES) quarterly worksheet report for all CESE assigned to REDCOM 22. Reports will be reviewed, consolidated, then forwarded to Pacific Division, Naval Facilities Engineering Command, Transportation Equipment Management Center (PACDIV TEMC).

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(8) Control funding for CESE routine and emergency maintenance and provide allocations to REDCOM 22 activities. equipment and/or injuries to personnel. Reference (e) provides instructions for the safe and efficient operation of Navy vehicles.

b. Reserve Activities. Commanding Officers, Officers-In-Charge and CESE Coordinators shall:

(1) Maintain close liaison with REDCOM 22 (N41D) on all matters concerning CESE.

(2) Upon receipt of new or used CESE equipment, forward copies of all shipping/receipt documentation (i.e. DD form 250, DD form 1149) bill of lading, etc) to REDCOM 22 (N41D).

(3) Implement a comprehensive CESE Preventative Maintenance System (PMS) for each assigned vehicle and ensure ongoing compliance. Reference (d) provides guidelines for minimum PMS service based on miles or time-in-service. The manufacturer's PMS schedule will also be integrated into the maintenance program.

(4) Provide an annual PMS schedule for each assigned unit of CESE to REDCOM 22 (N41D) no later than 1 October of each year.

(5) Designate, via letter or command's collateral duty list, a CESE coordinator. Forward copy of this assignment to REDCOM 22 (N41D).

(6) Maintain a utilization, maintenance, and repair history jacket on each assigned unit of CESE. Each individual jacket should contain information and documentation concerning the purchase, transfer, maintenance, repair and any other pertinent records for the duration of the vehicle operation.

(7) Ensure that each assigned unit of CESE is inspected for safety by a certified mechanic at intervals not to exceed 12 months or 12,000 miles, whichever occurs first. Inspection of the items outlined in enclosure (2) are the minimum requirements for each assigned vehicle. Enclosure (3) is to be completed, a copy forwarded to REDCOM 22 (N41D) and the original filed in the vehicle history jacket.

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(8) Ensure that a vehicle accident package is placed in each vehicle and that all operators are familiar on procedures to follow in case of an accident involving a government vehicle. At a minimum, this package should contain: Operator's Report Of Motor Vehicle Accident (SF 91); Accident Identification Card (DD Form 518); and a pen/pencil for completing the forms. References (a) and (d) provide additional guidelines.

(9) Forward copies of all CESE maintenance, accident repair, and other CESE related expenditures within 10 days of accomplishment and/or receipt of dealer invoice to REDCOM 22 (N41D).

(10) Submit a quarterly activity DEIS worksheet report for each assigned unit of CESE in the format provided by enclosure (1) to reach REDCOM 22 (N41D) no later than the first working day following the end of the quarter.

(11) Ensure that all personnel are familiar with CESE operating/accident reporting procedures. Training should be documented on a Report of Training (NAVRES 3500/2) and conducted annually.

7. CESE Operators. Complete enclosure (4) or equivalent local form before and after operation of CESE equipment. Provide CESE Coordinator with completed forms and advise of any safety discrepancies noted.

8. Reports and Forms.

a. Reports.

(1) Report Control Symbol NAVRESREDCOMREG22 11200-1 has been assigned to the reporting requirement for the annual vehicle safety inspection, enclosure (3).

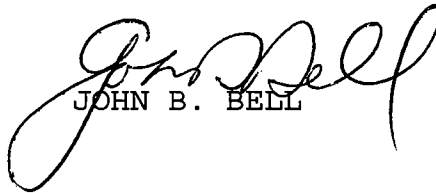
(2) Report Control Symbol NAVENGCOM 11200-16 has been assigned to the reporting requirement for the quarterly TEMES report, enclosure (1).

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b. Forms.

(1) NAVRESREDCOMREG22 11200/1, Annual Vehicle Safety Inspection, is authorized to be reproduced locally. NAVRESREDCOM-REG22 11200/2 is an optional form which may be reproduced locally.

(2) Standard forms for accident reporting/investigation may be procured through the Navy supply system.

  
JOHN B. BELL

Distribution:  
NAVRESREDCOMREG22INST 5216.1H  
List D



REPORTING REQUIRED NLT

TO CODE N41D

## DEIS REPORT WORKSHEET

FY: 98 END OF FIRST QUARTER

CENTER	VEH.NO.	BEGIN ODOMETER	END ODOMETER	TOTAL MILEAGE	TOTAL GALLONS	COST PER GAL	REPAIR/ MAINT	ACCIDENT COST	DOWN TIME
ALAMEDA	91-07859	9730				\$ .	\$ .	\$ .00	HRS
	93-22899	37268				\$ .	\$ .	\$ .00	HRS
	93-22900	37712				\$ .	\$ .	\$ .00	HRS
	93-26221	31001				\$ .	\$ .	\$ .00	HRS
	93-28937	13339				\$ .	\$ .	\$ .00	HRS
	93-30841	10072				\$ .	\$ .	\$ .00	HRS
	93-30842	9095				\$ .	\$ .	\$ .00	HRS
	94-54954	11634				\$ .	\$ .	\$ .00	HRS
ANCHORAGE	93-28335	21148				\$ .	\$ .	\$ .00	HRS
BANGOR	93-31805	6895				\$ .	\$ .	\$ .00	HRS
BILLINGS	94-61270	14983				\$ .	\$ .	\$ .00	HRS
BOISE	94-25103	80137				\$ .	\$ .	\$ .00	HRS
	93-22743	52356				\$ .	\$ .	\$ .00	HRS
CENTRAL PT	93-30843	9080				\$ .	\$ .	\$ .00	HRS
EUGENE	93-31806	15635				\$ .	\$ .	\$ .00	HRS
EVERETT	93-26226	56960				\$ .	\$ .	\$ .00	HRS
GREAT FALLS	93-28859	14897				\$ .	\$ .	\$ .00	HRS
MISSOULA	93-29958	13661				\$ .	\$ .	\$ .00	HRS
	94-35144	51820				\$ .	\$ .	\$ .00	HRS
POCATELLO	94-40203	47785				\$ .	\$ .	\$ .00	HRS
	93-30107	26316				\$ .	\$ .	\$ .00	HRS
PORTLAND	93-29004	23794				\$ .	\$ .	\$ .00	HRS
	94-21359	62482				\$ .	\$ .	\$ .00	HRS
	93-25426	68823				\$ .	\$ .	\$ .00	HRS
	93-31807	16113				\$ .	\$ .	\$ .00	HRS
	94-13805	29575				\$ .	\$ .	\$ .00	HRS



Enclosure (1)



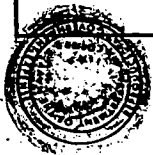
REPORTING REQUIRED NLT

TO CODE N41D

## DEIS REPORT WORKSHEET

FY: 98 END OF FIRST QUARTER

CENTER	VEH.NO.	BEGIN ODOMETER	END ODOMETER	TOTAL MILEAGE	TOTAL GALLONS	COST PER GAL	REPAIR/ MAINT	ACCIDENT COST	DOWN TIME
REDCOM 22	92-26398	47164				\$ .	\$ .	\$ .00	HRS
	93-30844	6705				\$ .	\$ .	\$ .00	HRS
	93-27397	40768				\$ .	\$ .	\$ .00	HRS
	93-23035	55906				\$ .	\$ .	\$ .00	HRS
	94-57206	122				\$ .	\$ .	\$ .00	HRS
RENO	93-29103	22898				\$ .	\$ .	\$ .00	HRS
	93-29959	9652				\$ .	\$ .	\$ .00	HRS
SACRAMENTO	93-30840	13516				\$ .	\$ .	\$ .00	HRS
	93-28936	35742				\$ .	\$ .	\$ .00	HRS
	93-26224	38101				\$ .	\$ .	\$ .00	HRS
SALEM	93-26223	36691				\$ .	\$ .	\$ .00	HRS
SALT LK CITY	93-26214	51882				\$ .	\$ .	\$ .00	HRS
	93-25459	75553				\$ .	\$ .	\$ .00	HRS
	93-22901	47458				\$ .	\$ .	\$ .00	HRS
SAN BRUNO	93-30113	19134				\$ .	\$ .	\$ .00	HRS
	93-21685	58614				\$ .	\$ .	\$ .00	HRS
SAN JOSE	93-30114	35638				\$ .	\$ .	\$ .00	HRS
	93-27396	35409				\$ .	\$ .	\$ .00	HRS
SEATTLE	94-29438	52225				\$ .	\$ .	\$ .00	HRS
	93-23907	47243				\$ .	\$ .	\$ .00	HRS
	94-60390	6526				\$ .	\$ .	\$ .00	HRS
SPOKANE	93-27398	33308				\$ .	\$ .	\$ .00	HRS
	93-26225	48921				\$ .	\$ .	\$ .00	HRS
	94-18103	73922				\$ .	\$ .	\$ .00	HRS
TACOMA	93-27799	50110				\$ .	\$ .	\$ .00	HRS
*	94-98312	74594				\$ .	\$ .	\$ .00	HRS
	94-49174	18508				\$ .	\$ .	\$ .00	HRS





VEHICLE SAFETY INSPECTION CHECKLIST

1. Brakes.
  - a. Test to determine if brakes are functioning properly.
  - b. Check brake pedal "free travel" as required.
  - c. Remove a right front wheel; inspect brake drum or rotor; inspect for wear or cracking; inspect linings or pads for excessive wear; check wheel cylinders for leaks and evidence of deterioration. Remove opposite rear wheel and repeat the process.
  - d. Check fluid level and all hydraulic brake lines for leaks.
2. Lights.
  - a. Check all lights, signals and reflectors.
  - b. Check headlights for proper alignment.
3. Instruments, controls, and warning devices. Check all instruments, gauges, mirrors, switches, controls, and warning devices for proper functioning and/or damage.
4. Exhaust system. Check from manifold(s) to tail pipe(s), and all connections in between for exhaust leaks.
5. Steering System. Check all steering devices and linkage for wear and damage.
6. Seat belts. Check all safety restraints for wear and/or mounting deficiencies.
7. Tires. Check all tires for damage or excessive wear. Request for replacement(s) will be initiated when an inspection reveals that the tires in use have less than 4/32-inch of tread at any point on a major tread groove, or less than 2/32-inch on any groove tread pattern.
8. Windshield wipers, glass and defrosters. Check wipers, glass, and defrosters for proper operation, wear, damage, and/or deterioration.
9. Other items. Check all other components required by the state(s) in which the vehicle is operated.
10. Exhaust emission. Check exhaust emission for compliance with local restrictions.

**ENCLOSURE(2)**

11. Exhaust Emission Controls Tampering Check. Check for the presence of, or damage to, the catalytic convertor, fuels filler inlet restrictor, exhaust gas recirculation valve, air pump drive belt, and other pollution control devices which are readily visible. Also check for plugged or disconnected vacuum lines.

NAVRESREDOOMREG22 11200-1  
JAN 27



**ANNUAL VEHICLE SAFETY INSPECTION (Report Symbol NAVRESREDOOMREG22 11200-1)**

VEHICLE OR USN #:	DATE:
LOCATION:	CURRENT MILEAGE:

INSPECTED ITEM	SAT	UNSAT	REMARKS (Check condition and operation)
BRAKES			
WINDSHIELD WIPERS			
GLASS			
MIRRORS			
HORN			
TURN SIGNALS			
HEADLIGHTS			
TAIL/STOP LIGHTS			
STEERING			
SEAT BELTS			
EMERGENCY FLASHERS			
DASH/INSTRUMENTS			
EXHAUST SYSTEM			
TIRES			
BODY CONDITION			

ADDITIONAL REMARKS: \_\_\_\_\_

INSPECTOR'S SIGNATURE: \_\_\_\_\_



OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT	
REGISTRATION NO.	ODOMETER READING
Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.	
	1. DAMAGE (Exterior/Interior/Missing Components)
	2. LEAKS (Oil, Gas, Water)
	3. TIRES (Check inflation, abnormal wear)
	4. FUEL, OIL, WATER SUPPLY (Antifreeze in season)
	5. BATTERY (Check water level, cables, etc.)
	6. HORN
	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
	8. INSTRUMENTS (Oil, Air, Temperature, etc.)
	9. WINDSHIELD WIPER
	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
	11. CARGO, MOUNTED EQUIPMENT
	12. STEERING
	13. SAFETY DEVICES (Seat belts, flares, etc.)
	14. DRIVE BELTS/PULLEYS
	15. BRAKES (Drain air tank when equipped)
	16. OTHER (Specify in "Remarks")
DATE	OPERATOR'S SIGNATURE
REMARKS	

NAVFAC 9-11240/13 (12-69)  
Supersedes DD Form 1358  
S/N 0105-LF-004-1195

ENCLOSURE(4)